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EPA Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS)

Photo by Rebecca Pirtle, Editor, Kingston Community News (Doe-Kag-Wats Estuary of the Suquamish Tribe)

PROJECT INFORMATION

1. Federal Grant Number	PA-00J322-01	*2a. Reporting Period Start Date:	10/1/2012	*2b. Reporting Period End Date:	3/31/2013
3. Recipient Organization (Name and complete address including zip code) Name: Northwest Indian Fisheries Commissi Address 1: 6730 Martin Way East Address 2: City: Olympia State: WA Zip Code: 98516-5540			4. Project Manager Contact Information Name: Terry Wright Phone: (360) 528-4336 Ext: Fax: () - Email: wright@nwifc.org		
5a. Program (RFP) Tribal Lead Org	5b. Project Title Northwest Indian Fisheries Commission Lead Organization Award		*6. Collaborating Organizations/Partners None <input checked="" type="checkbox"/> Subawardee 21 Tribes/Tribal Consortiums		

Submission Instructions: EPA fills in the white boxes. Grantee fills in the yellow boxes (boxes with asterisks). Refer to guidance document for how to fill out the boxes. After completing the form, save and e-mail it to the Project Officer and cc: the Technical Monitor.	Project Officer: Lisa Chang U.S. Environmental Protection Agency Email: chang.lisa@epa.gov Technical Monitor: U.S. Environmental Protection Agency Email:	*7a. Name/Title of Person Submitting Report	Tiffany Waters PS Recovery Proj. Coordinator
		*7b. Date Report Submitted	4/30/2013

FUNDING/COST ANALYSIS

8a. Total EPA Assistance Amount Awarded:	\$12,079,999.00	8b. Funding Year (Federal Fiscal Year Funds Appropriated)	FY 2010 FY 2011 FY 2012 -----	*9. Total EPA Amount Expended To-Date:	\$4,092,443.07	*10. Funds Drawn Down from EPA To-Date:	\$3,875,775.00
11. Match Amount Required	\$0.00	*12. Total Match Amount Expended and Documented To-Date:	\$0.00	*13. Have you experienced any cost overruns or high unit costs?	No		
*14. What issues or questions do you need the EPA Project Officer or Technical Monitor to respond to?		None					

BUDGET UPDATE

	15a. APPROVED BUDGET			*15b. SPENT TO-DATE		
	EPA	MATCH	TOTAL	EPA	MATCH	TOTAL
Personnel	\$160,035.67	\$0.00	\$160,035.67	\$113,194.36	\$0.00	\$113,194.36
Fringe Benefits	\$50,535.60	\$0.00	\$50,535.60	\$37,212.28	\$0.00	\$37,212.28
Travel	\$6,316.00	\$0.00	\$6,316.00	\$5,101.28	\$0.00	\$5,101.28
Equipment	\$0.00	\$0.00	\$ 0.00		\$0.00	\$ 0.00
Supplies	\$4,968.14	\$0.00	\$4,968.14	\$4,382.73	\$0.00	\$4,382.73
Contracts	\$37,500.00	\$0.00	\$37,500.00		\$0.00	\$ 0.00
Other	\$11,706,362.06	\$0.00	\$11,706,362.06	\$3,862,824.11	\$0.00	\$3,862,824.11
TOTAL DIRECT CHARGES	\$11,964,517.47	\$0.00	\$11,964,517.47		\$0.00	\$ 0.00
Indirect Charges	\$115,481.99	\$0.00	\$115,481.99	\$69,728.31	\$0.00	\$69,728.31
TOTAL	\$12,079,999.46	\$0.00	\$12,079,999.46	\$4,092,443.07	\$0.00	\$4,092,443.07
*Explain Any Discrepancies:	The Northwest Indian Fisheries Commission operates on a reimbursement basis with our member tribes.					

ECOSYSTEM GOALS ADDRESSED

16a. Primary Goal	Healthy Habitat
16b. Additional Goals	Healthy Species Water Quality Water Quantity ----- ----- -----

DIRECT THREATS ADDRESSED

17a. Primary Threat	-----
17b. Secondary Threat(s)	Climate Change Dams/Levees/Tidegates Derelict Gear/Vessels Development Invasive Species - Terrestrial Invasive Species - Marine
	Large Scale Timber Harvest Shoreline Armoring Surface Water Loading/Runoff from the Built Env -----

LINKAGES TO PUGET SOUND ACTION AGENDA

18a. Strategic Priorities Employed	Priority A Priority B Priority C Priority D Priority E
18b. Near-Term Actions Supported	
18c. Other Actions Supported	

LINKAGES TO EPA PUGET SOUND MEASURES

19. Measure(s)	Habitat Restored/Protected ----- -----
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LINKAGES TO PUGET SOUND DASHBOARD INDICATORS

20a. Primary Indicator	-----
20b. Additional Indicators	Marine Water Quality Index Stream Flows Below Critical Levels Wild Chinook Salmon Pacific Herring Shoreline Armoring

PROJECT LOCATION

21a. Latitude	47.051698	21b. Longitude	-122.792501
21c. Hydrologic Unit Code	171100 - Sound-wide	-----	-----
21d. Action Area	Sound-wide	-----	-----

MEASURES OF SUCCESS (Key Grant Outputs)

*22a. Description (e.g., "shellfish beds reopened")	*22b. Unit (e.g., "acres")	*22c. Project Target ("number")	*22d. Project Measure To-Date ("number")
Developed and distributed a final RFP to 21 Tribes and Tribal Consortiums for each fiscal year (FY10, FY11, and FY12)	RFP Document	3	3
Developed and engaged in a Coordination Plan, disseminating and sharing a subrecipient project information document each fiscal year (FY10, FY11, and FY12) with tribes and LO group	Subrecipient Proposal Information	3	3
Approved 21 subrecipient proposals, communicated award notification and executed contracts to all subrecipients for each fiscal year (FY10, FY11, and FY12)	Subrecipient Contracts in Place	63	57

PROJECT MILESTONES

Instructions: In the tables below, please explain your progress toward meeting agreed outputs for the period, **reasons for slippages**, and any additional information including **reflections, lessons learned, and/or thoughtful analysis**. When appropriate, include analysis and information of **cost overruns or high unit costs**, and changes to work plan or budget not requiring prior approval from EPA. We encourage photo documentation - please attach to the report as a separate document.

23a. Work Plan Component/Task: 1. Program development and launch

23b. Action Agenda Action(s) Addressed: D.3., NTA 3: Fund tribes to participate in the refinement and implementation of the Action Agenda, including salmon recovery plans.

***23c. Estimated Costs:**

Actual Costs to Date:

(If required by PO)

23d. Sub-Task No.	23e. Sub-Task Description	*23f. Date	*23g. Status	23h. Outputs/Deliverables	*23i. Remarks
1.1	Communication/outreach plan	1.14.11, 7.12.11, 6.22.12	COMPLETED	Communication/outreach plan	NWIFC developed a communication/outreach plan for FY10 and FY11 that consisted of: (1) a transmittal note for the RFP; (2) a mailing distribution list that ensured that all eligible entities were notified equitably, timely,

					<p>and thoroughly; and (3) a target date for releasing the RFP.</p> <p>Due to our previous interactions and current relationships with our member tribes, we had in place a Puget Sound Tribes distribution list that contained pertinent tribal contacts. We vetted this distribution list to ensure that the proper contacts were included and additionally amended the list to include contacts from the two non-member tribes and two tribal consortiums. We have continued to add to this distribution list as needed and requested.</p>
1.2	RFP development and distribution	1.25.11, 7.15.11, 6.22.12	COMPLETED	Final RFP distributed	<p>NWIFC developed the final FY10 RFP through close consultation with the EPA, utilizing and editing the FY08 RFP to finalize the FY10's fundamental components and timeline. Additions to the FY10 RFP included: (1) language that fully described the intent of these funds; (2) requirements for all projects that collect environmental data to have a QAPP in place prior to data collection; and (3) logic model terminology. While we didn't include the traditional logic model table format, we utilized the logic model terminology to request specific outputs and outcomes per task.</p> <p>The FY10 RFP was then used as a template to develop subsequent fiscal year RFPs. Additions to the FY11 RFP included: (1) adding PSP Ecosystem Recovery Targets as eligible activities under this award; (2) a request to describe how the potential</p>

					<p>impacts of climate change will be addressed in the planning and implementation of the subrecipient project; and (3) additional guidance regarding the information needed in the budget narrative, including a task delineated budget appendix. In consultation with the EPA Project Officer, we finalized the proposal review process and timeline.</p> <p>Additions to the FY12 RFP of note included: (1) clarifying language that delineated differences between subcontracts and professional services within the budget narrative section; and (2) adding a category within the narrative section that required an explanation of how technical review was going to occur for major technical products of the subrecipient workplan. This provision on technical review was included to reflect and satisfy a new term and condition of NWIFC's contract that NWIFC and the EPA project officer collaboratively discussed and agreed upon.</p> <p>As planned, we distributed the final RFP for FY10 on 1.25.11, for FY11 on 7.15.11, and for FY12 on 6.22.12.</p>
1.3	Coordination plan	1.31.11	COMPLETED	Coordination plan	<p>NWIFC developed a coordination plan that can be executed throughout the project period and includes: (1) ensuring that the PSP is aware of the aims and activities of the subrecipient projects by enlisting them as a key reviewer of these subawards;</p>

					(2) engaging the EPA Project Officer to discuss the capacity awards that the subrecipient projects are concurrently receiving, in order to avoid duplicative funding efforts; (3) engaging in existing processes and groups to disseminate and share subrecipient project information, including the ECB, the Leadership Council, the PSP Salmon Recovery Council, and the PSP/Federal/Tribal Caucus; (4) participating in LO meetings to ensure that other LOs are fully award of our subrecipient projects and vice versa; (5) an existing NWIFC website that is dedicated to information related to Puget Sound Partnership and Treaty Tribes of Western Washington.

23a. Work Plan Component/Task: 2. Award cycle					
23b. Action Agenda Action(s) Addressed: D.3., NTA 3: Fund tribes to participate in the refinement and implementation of the Action Agenda, including salmon recovery plans.					
*23c. Estimated Costs:					
Actual Costs to Date:					
(If required by PO)					
23d. Sub-Task No.	23e. Sub-Task Description	*23f. Date	*23g. Status	23h. Outputs/Deliverables	*23i. Remarks
2.1	Reviewing subaward proposals	7.6.11, 3.21.11, ongoing	CURRENT	Project files set up; comments from all reviewers documented; input shared with applicants	All project files have been set up, with all digital files held by the Projects Coordinator and all final hard copies held by the Contracts Specialist.

					<p>For FY10 and FY11, NIWFC has received, documented, and shared input from the NWIFC, EPA, and PSP review teams with all 21 subrecipients.</p> <p>For FY12, NWIFC has received and documented proposals from all 21 subreceptients. Of the non-contracted subrecipient proposals, there are currently 6 subrecipient proposals that are in various stages of review. There are currently: 2 proposals that NWIFC is still working with our tribes in the pre-review process; 1 proposal that is being reviewed externally by the EPA and PSP; 1 proposal that are being revised by the tribe to incorporate and address reviewer comments; and 2 proposals that have been revised by the tribes and the Projects Coordinator is currently reviewing to assess how the proposal incorporated/addressed review comments.</p>
2.2	Receive final proposals and make subawards	8.2.11, 7.12.12, ongoing	CURRENT	Final workplans addressing key input received; 65% of funds awarded by 11/16/12; 100% by 1/1/13; all recipients informed of award requirements	<p>For FY10 and FY11, NWIFC has successfully communicated with all 21 subreceptients to address key input and all final workplans have been received, approved, and awarded. For FY10, 65% of funds were awarded by 5/19/2011 and 100% of funds were awarded by 8/2/2011. For FY11, 65% of funds were awarded by 2/9/12 and 100% of funds were awarded by 7/12/12.</p> <p>For FY12, NWIFC has successfully communicated with 15 of 21 subrecipients to address key input and has received a final workplan for review and approval.</p>

					<p>The remaining proposals are in various stages of review, as described in task 2.1.</p> <p>We have currently awarded the majority (over 70%) of FY12 funds. As with previous fiscal years, there are some outlying proposals whose final review and contracting are beyond the originally proposed milestone date (1/1/13) in which NWIFC estimated that all proposals would be contracted. However, we do expect to finalize the FY12 review cycle and contract the final 5 proposals within the next two months.</p> <p>All contracted recipients have been informed of award requirements, as included in their NWIFC contract (including EPA Administrative and Programmatic Conditions; Anti-lobbying Certification; MBE/WBE Certification; Federal Financial Report; EPA FEATS; OMB Circulars A-87, A-133 & A-102; 15 CFR Part 24 & Part 28; 2 CFR Part 1326, Subpart C; and 40 CFR Part 34).</p>

23a. Work Plan Component/Task: 3. Program management

23b. Action Agenda Action(s) Addressed: D.3., NTA 3: Fund tribes to participate in the refinement and implementation of the Action Agenda, including salmon recovery plans.

***23c. Estimated Costs:**

Actual Costs to Date:

(If required by PO)

23d. Sub-Task No.	23e. Sub-Task Description	*23f. Date	*23g. Status	23h. Outputs/Deliverables	*23i. Remarks
3.1	Support/meet with awardees	Ongoing	CURRENT	All subrecipients understand applicable award requirements	All subrecipients have been contacted via phone, email, or in person and the appropriate support has continued to be given in regards to the award process and applicable award requirements. The Projects Coordinator retains and files all email correspondence and maintains a phone log tracking all substantive phone conversations.
3.2	Conduct project monitoring	On-going	CURRENT	Subawardee reporting requirements met; site visits conducted to 33% of funded projects (year 1); site visit and progress reports prepared and made available; all recipients in compliance with applicable award requirements	For the first two reporting periods of 4.1.11 - 9.30.11, 10.1.11 - 3.31.12, and 4.1.12 - 9.30.12 all FY10 and applicable FY11 subreipients submitted FEATS progress reports to the Projects Coordinator. The Projects Coordinator reviews FEATS for progress to ensure that all subrecipients are in compliance with applicable award requirements, including but not limited to: proper budget invoicing, project timeline adherence, task and output progress (including project requirements such as QAPP and permit approval), draw-down rate versus expenditures. For FY11 projects that that were not yet contracted or had not yet begun (neither tasks nor funding begun/expended), NWIFC confirmed with the EPA Project Officer that FEATS were not

				<p>needed. The Projects Coordinator communicated with the subrecipients regarding this and continued to track which projects had not yet begun.</p> <p>When necessary, the Projects Coordinator communicated with subrecipients to clarify information provided in the FEATS report and ascertain additional project progress. All first and second reporting period subrecipient FEATS were sent to the Contracts Specialist for final review and approval and were posted online to the PSP/NWIFC website. A portion of the third reporting period subrecipient FEATS are still being processed by the Projects Coordinator and will be sent to the Contracts Specialist for final review and approval and posted online in conjunction with the next reporting period's FEATS reports.</p> <p>In anticipation of the fourth subrecipient reporting due on 4.30.13, the Projects Coordinator edited applicable FY10 and FY11 FEATS to reflect budget modifications and contract amendments and pre-populated the FY12 FEATS using the new FY12 LO FEATS template. The Projects Coordinator emailed each subrecipient project coordinator their FEATS report at the end of September, providing approximately 30 days to complete their report. Upon receiving FEATS reports on 4.30.13, NWIFC will engage in review and approval of all FY10,</p>
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					<p>FY11, and applicable FY12 subrecipient FEATS reports.</p> <p>Seven FY10 sites visits (Makah Nation, Samish Indian Nation, Nisqually Indian Tribe, Suquamish Tribe, Upper Skagit Indian Tribe, Swinomish Indian Tribe, and Nooksack Indian Tribe) and one FY11 site visit (Tulalip Tribes) has occurred. Additional FY11 site visits will continue into spring and summer '13.</p> <p>Site visits are conducted using a risk evaluation matrix to assess project progress and compliance with award requirements (including, but not limited to - adherence to workplan timeline; progress and completion of tasks and outputs; QAPP development, review, and/or approval status; desire/need for an EPA TSR; obstacles or problems encountered by subrecipient; progress report requirement adherence; review of funds spent and/or high award balances, if applicable; and subrecipient questions regarding award conditions, including proposal, review, and reporting requirements)</p> <p>All site visit reports are held at NWIFC and are available upon request.</p>
3.3	Execute coordination plan	4.1.11, 1.10.12, 1.17.13	CURRENT	Exchange of project lists between LOs; Update of the PSP/NWIFC website to include subaward project descriptions and progress reports, as	NWIFC continued to: (1) engage the PSP as a key reviewer of these subawards; (2) meet with the EPA Project Officer to discuss relevant capacity awards of the subrecipients to ensure funding duplication did not occur; (3)

				<p>they become available; Other coordination activities to be developed in consultation with EPA PO</p>	<p>participate in ECB, Leadership Council, PSP Salmon Recovery Council, and PSP/Federal/Tribal Caucus meetings, as possible given the departure of the Puget Sound Policy Analyst; (4) participate in scheduled LO meetings and disseminate a list of subrecipient projects for FY10, FY11, and FY12; and (5) update the PSP/NWIFC website to include meeting notes for ECB, Leadership Council, PSP Salmon Recovery Council, and PSP/Federal/Tribal Caucus meetings, as possible given the departure of the Puget Sound Policy Analyst.</p> <p>For FY10, the subrecipient project list was presented to other LOs and interested parties at the PSP Ecosystem Coordination Board meeting on 4.1.11. For FY11, the list was sent to the LO Coordinator's listserve on 1.10.12. For FY12, the list was presented and shared with the LO Coordinator's listserve on 1.17.13 during an ECB meeting. The FY12 list and associated materials were also sent to the Puget Sound tribes distribution list on 2.27.13 in preparation for an LO presentation at NWIFC. All subrecipient project lists have also since been posted online to the PSP/NWIFC website so that they are available in an easily accessible format for the public and interested parties.</p> <p>All FEATS and applicable attachments, once approved, continue to be posted online (in</p>
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					conjunction with their project description) to the Tribal Project Updates section of the PSP/NWIFC website.
3.4	Reporting and adaptive management	11.30.11, 4.20.12, 10.31.12, 4.30.13	CURRENT	LO reporting requirements fulfilled; quarterly check-in meetings/calls with EPA PO	<p>Administration of the program, including periodic progress review, has been coordinated by the Projects Coordinator, under the tutelage of the Salmon Recovery Projects Coordinator. NWIFC continues to be in close contact with NWIFC's EPA Project Officer, engaging in regular check-ins to clarify EPA proposal reviews and discuss challenges faced within the review process. The EPA Projects Officer continues to be extremely helpful, proactive, and communicative during the entirety of this award process.</p> <p>The LO reporting requirements were successfully met for the reporting periods of 4.1.11 - 9.30.11, 10.1.1 - 3.31.12, and 4.1.12 - 9.30.13. The LO reporting requirements are in the process of being fulfilled for the 10.1.12 - 3.31.13 reporting period (as being submitted through this FEATS report).</p>

23a. Work Plan Component/Task:

23b. Action Agenda Action(s) Addressed:

*23c. Estimated Costs: Actual Costs to Date: (If required by PO)					
23d. Sub-Task No.	23e. Sub-Task Description	*23f. Date	*23g. Status	23h. Outputs/Deliverables	*23i. Remarks

<u>23a. Work Plan Component/Task:</u>					
<u>23b. Action Agenda Action(s) Addressed:</u>					
*23c. Estimated Costs: Actual Costs to Date: (If required by PO)					
23d. Sub-Task No.	23e. Sub-Task Description	*23f. Date	*23g. Status	23h. Outputs/Deliverables	*23i. Remarks

CHALLENGES AND SOLUTIONS (specific to reporting period)

*24a. Task No., Sub-Task No.	*24b. Challenge	*24c. Solution
	The Puget Sound Policy Analyst left the Commission in mid-November, 2012. Other NWIFC staff coordinated to fulfill the duties and communication/coordination needs of this position. The Puget Sound Recovery Projects Coordinator helped to facilitate meetings between the LOs and	While NWIFC was more than willing to provide presentations to the PSP boards to update them on Puget Sound tribal implementation projects, the level of involvement and time commitment required for NWIFC to engage with the PSP Management Conference was significant.

	Puget Sound tribes; and also provided presentations to the Puget Sound Partnership boards on behalf of NWIFC's Lead Organization.	The new Puget Sound Policy Analyst was hired on 3.25.13 and is currently fulfilling the duties of this position to communicate and share Puget Sound information with Puget Sound tribes. If the PSP Management Conference engagement schedule is repeated for the FY13 workplan development, then the Puget Sound Policy Analyst will be able to partner with the Projects Coordinator to meet this commitment.

HIGHLIGHTS/LESSONS LEARNED/REFLECTIONS

***25.**

(1) HIGHLIGHT: While all 21 subrecipient proposals contain projects that will and are substantially contributing to the restoration and protection of Puget Sound, we have chosen to highlight the progress of the following subrecipient projects. Additional tribal project accomplishments are in the process of being reported to NWIFC for this reporting period. Once NWIFC has reviewed and approved subrecipient FEATS reports, due to NWIFC on 4/30/13, they will be posted online to the PSP/NWIFC website (<http://blogs.nwifc.org/psp/>).

Suquamish Tribe (FY11) - Chico Creek Riparian Acquisition and Protection: The Suquamish Tribe, in partnership with the Mountainers Foundation, successfully acquired and permanently protected for conservation 70 acres of stream and riparian lands adjacent to highly productive salmonid spawning and rearing habitat in the Chico Creek Watershed. This acquisition increased the Foundation's current ownership in the Chico watershed to a total of 414 acres. The Foundation will manage this land for conservation and natural forest succession such that over time, past effects of forest practices will be ameliorated.

Upper Skagit Indian Tribe (FY10) - An inventory and assessment of hydromodified bank structures in the Upper Skagit and Sauk River watersheds: The Upper Skagit Indian Tribe has successfully completed field surveys for the Chinook tributaries in the Skagit above the Sauk River, the upper Skagit River mainstem above Sauk, and the Sauk River watershed within the Chinook spawning range. The post processing of the GIS field attributes are currently being conducted. The Tribe has found that one of the most valuable lessons to date on the hydromodified bank inventory is the amount of habitat impacts (loss of floodplain channels) they have documented in the tributaries where they have surveyed. Previous efforts to quantify hydromodified impacts only focused on large mainstem sections and with this new data, they will now be able to begin planning restoration work in tributaries where they never previously had basin wide information to consider.

Squaxin Island Tribe (FY10) - Biological Recovery of Coho in the Deschutes Watershed: As part of their FY10 project, Squaxin Island Tribe is engaging in an Instream Flow Protection project in which they are calculating the relationship between summer streamflows, usable fish habitat, and the period of hydrologic record preparation for negotiation and adoption of summer minimum flows through rulemaking by DOE. The technical work on this project is moving forward nicely and will be picking up during the summer months as instream flow data are evaluated. The adoption of summer minimum flows will allow assessment of one of the high level indicators proposed to evaluate the success of Puget Sound Restoration efforts - the number of days in July and August when streamflows fall below administrative minimums.

Port Gamble S'Klallam Tribe (FY10 & FY11) - Nearshore Early Marine Juvenile Salmonid, Forage Fish, and Marine Biodiversity Study: The Port Gamble S'Klallam Tribe has completed two field seasons of surface trawling, hydroacoustic surveys, and beach seining. All work was successfully implemented and the data collected has clearly demonstrated the importance of the nearshore environment for chum salmon outmigration from the Hood Canal and is expected to be particularly informative in respect to describing Hood Canal salmonid distribution. The Tribe is currently analyzing their data and by July 2013 will be producing acoustic data maps illustrating fish densities with estimated species composition based off surface trawl and beach seine data, salmonid condition factor values by sample station, and temporal CTD data plotted by sample station.

(2) REFLECTION: We continue to enjoy and highly value our good working relationship with the EPA and our project officer. Continued and consistent funding for these high priority tribal projects is of the utmost importance to Puget Sound restoration and protection and we look forward to continuing to work with the EPA in current and future fiscal years in supporting our tribes and Puget Sound health.